

Presidential Election Holiday

Any Presidential Election Day is a holiday. Therefore, all state employees are entitled to the holiday. Employees who are scheduled to work on the holiday in lieu of being off for the day, who also meet voting leave eligibility requirements, should be allowed leave to vote. An employee on a 24/7 schedule who is scheduled to work and allowed leave to vote should record all of this on the timesheet as HOLP and then show hour for hour 6ADL for hours worked in lieu of the holiday. If an employee takes leave to vote, leave should be requested in advance and a copy of the approved request will document the purpose of the leave, but the timesheet should not reflect VOTE for that time. The timesheet record should reflect the full holiday entitlement and cannot also have 4 hours of voting leave on the timesheet, as that would duplicate the accounting of the scheduled hours.

No leave for absentee voting should be approved. Employees are given the day off for Presidential Election Day. If an employee chooses to work as an Election Officer on Presidential Election Day or will be out of town on that day, they may cast an absentee ballot but should not be given voting leave time to do so.

Additional information:

General Election Days – Allows for 4 Hours of Voting Leave

Presidential Election Days – State Offices will be closed per KRS 18A.190

The following examples illustrate various timesheet scenarios in KHRIS:

Employees on a Standard Schedule:

Employees on a standard schedule utilize the KHRIS holiday calendar and do not need to key time for the holiday. They receive 6ADL for all hours worked in lieu of taking holiday leave.

- If Rick Martin is a 37.5 hours/week employee on a standard schedule who is scheduled to work on Presidential Election Day in lieu of being off, and he takes 4 hours off to vote (working 3.5 hours), his timesheet should reflect only 3.5 hours of 6ADL.
- If Ellen Markham is a 37.5 hours/week employee on a standard schedule who is scheduled to work on Presidential Election Day in lieu of being off, and she takes 2 hours off to vote (working 5.5 hours), her timesheet should reflect only 5.50 hours of 6ADL.
- If Todd Richards is a 37.5 hours/week employee on a standard schedule who is scheduled to work on Presidential Election Day in lieu of being off, and he votes before or after work or during his lunch hour and works 7.5 hours on that day, his timesheet should reflect 7.5 hrs 6ADL.
- If Lisa Walters is a 37.5 hours/week employee on a standard schedule who is scheduled to work Presidential Election day in lieu of being off and she works all day and does not vote, her timesheet should reflect 7.5 hrs 6ADL.
- If Tina Mercer is a 37.5 hours/week employee on a standard schedule who is not scheduled to work on Presidential Election Day, she will not reflect any time on the holiday, as KHRIS will award 7.5 hours of holiday pay to her, regardless of whether she votes or not.

Examples for Employees on a 24/7 Schedule:

Employees on a 24/7 schedule do not utilize the KHRIS holiday calendar and must enter HOLP for the holiday if the holiday falls on a day in their schedule. If they should work on the holiday, they receive 6ADL for time worked in lieu of taking leave on the holiday. If the holiday falls on a day outside their schedule, the day should be coded as HOLC.

- If John Smith is a 37.5 hours/week employee on a 24/7 schedule who is scheduled to work on Presidential Election Day in lieu of being off, and he takes 4 hours off to vote (working 3.5 hours) his timesheet should reflect 7.5 hrs of HOLP, and 3.5 hours of 6ADL.
- If Brenda Jones is a 37.5 hours/week employee on a 24/7 schedule who is scheduled to work on Presidential Election Day in lieu of being off, and she takes 2 hours off to vote (working 5.5 hours) her timesheet should reflect 7.5 hours of HOLP and 5.50 hours of 6ADL.
- If Joe Williams is a 37.5 hours/week employee on a 24/7 schedule who is scheduled to work on Presidential Election Day in lieu of being off, and he votes before or after work or during his lunch hour and works 7.5 hours on that day, his timesheet should reflect 7.5 hrs HOLP and 7.5 hrs 6ADL.
- If Mary Edwards is a 37.5 hours/week employee on a 24/7 schedule who is scheduled to work on Presidential Election day in lieu of being off and she works all day and does not vote, her timesheet should reflect 7.5 hrs of HOLP and 7.5 hrs 6ADL.
- If Karen Taylor is a 37.5 hours/week employee on a 24/7 schedule, and Presidential Election Day falls on a day outside her schedule, she will show 7.5 hours of HOLC regardless of whether she votes or not.

If there are any questions regarding this information, please submit a Business Request for assistance.